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MANAGEMENT DIRECTORATE

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JDRP-HR

12 May 2003

MEMORANDUM FOR Activities Serviced by Headquarters, Department of the Army (HQDA) Civilian Personnel Advisory Center (CPAC) (Formerly Personnel and Employment Service-Washington)

SUBJECT: Update #3—Modern to Modern (M2M) Transition (Defense Civilian Personnel Data System (DCPDS) Centralization)

1. Reference my memorandum of 15 January 2003, subject: Modern to Modern (M2M) Transition—Personnel Action Processing and my memorandum of 27 January 2003 and 6 February 2003, same subject (enclosed).
2. The revised system downtime period is from close of business (1630) Friday, 6 June 2003 to **tentatively** Monday, 23 June 2003. The system will be available to Civilian Personnel Operations Centers (CPOC), end users, managers, and Civilian Personnel Advisory Centers (CPAC) **tentatively** 23 June 2003.
3. Based on this delay, we have now been encouraged to limit the submission of Requests for Personnel Action (RPA) with an effective date of **1 June 2003** due to the short window for processing and timekeeping purposes. Therefore, we request that activities reconsider any actions with this effective date and move as many of them as possible to either 18 May 2003 or 15 June 2003.
4. In order to accommodate the shifting of actions, the revised cutoff dates for the submission of RPAs with an effective date of **15 June 2003** are as follows:
 - 23 May 2003 – Cutoff date for activities to submit RPAs affecting pay (accessions, promotions (temporary and permanent), changes to lower grade, extensions and position actions (e.g., position reviews))
 - 30 May 2003 – Cutoff date for activities to submit routine RPAs (awards, non-pay actions, and extensions of temporary actions)

5. Again, we are encouraged to limit the submission of RPAs with an effective date of **1 June 2003**. However, if there are RPAs that must be submitted with that effective date, the following additional guidance is provided:

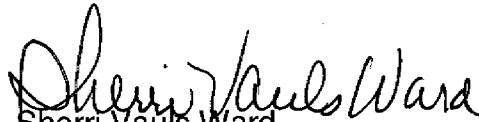
- 16 May 2003 – Cutoff date for activities to submit RPAs affecting pay (accessions, promotions (temporary and permanent), changes to lower grade, and position actions (e.g., position reviews))
- 23 May 2003 – Cutoff date for activities to submit routine RPAs (awards, non-pay actions, and extensions of temporary actions)

6. Any RPA that remains in a manager or resource manager in-box in Modern (DCPDS) as of close of business 6 June 2003 will have to be recreated by the activity after the system downtime period. Therefore, you are reminded to forward to the Northeast CPOC by the cutoff dates outlined above RPAs that are **complete, accurate, and ready to be processed**.

7. All users accessing Army civilian personnel automated applications, to include Modern (DCPDS) must have an Army Knowledge Online (AKO) account. In order to avoid any disruption of service, users must have an AKO account by 22 May 2003. Instructions for obtaining an AKO account can be found on the AKO website at https://www.us.army.mil/portal/portal_home.jhtml.

8. For questions or assistance, please contact your servicing CPAC specialist.

Encls


Sherri Vauls Ward
Director